Ball State University receives hundreds of packages and pieces of mail everyday. Utilizing this mailing guide for addressing incoming and outgoing mail will aid in ensuring that packages get to their destination on time.

### Step 1: Choose Your Hall Address

- **DehORITY HALL - 1500 W RIVERSIDE**
- **ELLiOTT HALL - 401 NORTH TALLEY**
- **JOHNSON EAST - 1601 N MCKINLEY**
- **JOHNSON WEST - 1601 N MCKINLEY**
- **KINGHORN - 1400 WEST NEELY**
- **LAFOLLETTE HALL - 1515 N MCKINLEY**
  - BrayTON - 1517 N MCKINLEY
  - Clevener - 1519 N MCKINLEY
  - Edwards - 1521 N MCKINLEY
  - Knotts - 1525 N MCKINLEY
  - Shively - 1531 N MCKINLEY
- **PARK HALL - 1550 WEST RIVERSIDE**
- **STUDEBAKER EAST - 1301 WEST NEELY**
- **STUDEBAKER WEST - 1401 WEST NEELY**
  - Davidson - 1403 W NEELY
  - Painter - 1405 W NEELY
  - Palmer - 1407 W NEELY
  - Whitcraft - 1409 W NEELY
- **WOODWORTH - 1600 WEST RIVERSIDE**

### Step 2: Apply the Hall Address

**Outgoing Mail**

Your Name
Hall Name, Room #
Ball State University
Hall Street Address
Muncie, IN 47306

Recipient's Name
Street Address
City, State, Zip

**Incoming Mail**

- **Ball State's Main Address**
  
  2000 W University Avenue
  Muncie, IN 47306

**Do Not Use**

FOR YOUR ADDRESS

### Step 3: Campus Shipping Methods

- **FedEx**
  - FedEx Ship Center
    - M-F 9am-7:30pm
    - Sat. 9am-2:30pm
    - P: 281-8802
    - www.fedex.com/apps/fedextrack

- **UPS**
  - UPS Customer Center
    - M-F 10am-7:30pm
    - P: 289-3797
    - www.ups.com/tracking/tracking.html

- **Main Post Office**
  - M-F 8am-6pm, SAT, 8am-Noon
  - P: 286-9623
  - www.usps.com/shipping/trackandconfirm.htm

The companies listed in this section are the main parcel carriers for your packages. The contact information provided above may help if you have questions regarding shipping or delivery.

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@Ball State Post Office

Stamps • Envelopes • Flat Rate Mailers • Post Cards • Boxes • Tape

*The Ball State Post Office Does Not Receive Packages Addressed for Campus Delivery*

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Lost Package?

1. Check Your Hall's Front Desk
2. Check With Adjacent Halls
3. Search Tracking Information Online
4. Call Central Receiving at 285-1801
   With Your Tracking #

Purchasing Services
Central Mail & Receiving
3401 N Tillotson Avenue
Muncie, IN 47304
M-F 7:30am-4:30pm
765-285-1801